



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 1.7.11	Subject: <b>E-GOVERNMENT SERVICES</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 7: Information Systems	Effective Date: Dec. 1, 1996
Signature: /s/ Mike Ferriter, Director	Revised: 04/26/07 Reviewed: 12/15/08

## **I. POLICY**

Montana Department of Corrections complies with state statutes requiring agencies to disseminate certain kinds of information via the Department's internet and intranet sites. The purpose of the internet site is to encourage the practice of providing for direct citizen access to Department computerized information. The purpose of the intranet site is to provide for direct access to the Department's internal information by employees throughout the state.

## **II. APPLICABILITY**

All divisions, facilities, or programs under Department jurisdiction or contract.

## **III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility, or program operation and management.

Internet -- An electronic communications network that connects computer networks and organizational computer facilities around the world.

Intranet – A network operating like the World Wide Web but having access restricted to a limited group of authorized users (such as employees of the Department).

## **IV. DEPARTMENT DIRECTIVES**

### **A. Establishing Electronic Access Systems**

1. The Department of Administration maintains an internet web site for state agencies to use as a means of conveying information to the citizens of Montana. Agencies involved in communicating information to the public will maintain appropriate information on the internet web site including, but not limited to:
  - rulemaking notices
  - board vacancy notices as required by § 2-15-201, MCA
  - agency reports mandated by statute
  - requests for bids or proposals
  - public meeting notices and agendas

Policy No. DOC 1.7.11	Chapter 1: Administration and Management	Page 2 of 2
Subject: E-Government Services		

## **B. Responsibility**

1. The Department of Corrections maintains a public access internet site to convey information to the public and also maintains a separate intranet site to convey internal communications within the Department.
2. Each administrator is responsible for ensuring that information deemed potentially appropriate for placement on the publicly-accessible internet is referred to the Department's communications director in the Department director's office (see A.1. above). Information must be submitted as soon as it is available, preferably two weeks before the date of importance to the public (meeting date, RFP close, etc.).
3. Information deemed appropriate for dissemination only within the Department may be placed on the secure, intranet site – subject area experts should suggest or develop this information and present it to their administrators for approval. Once approved, the information should be sent to the IBTB Service Desk (Help Desk) for publication. This includes, but is not limited to:
  - a. organizational information;
  - b. resource management information;
  - c. Information Systems user's guides; and
  - d. Department policies;
    - 1) restricted policies require users to login and have appropriate access rights
    - 2) unrestricted policies are available to all Department employees
    - 3) policies will be posted by Policy Unit personnel
4. The Department's communications director will act as a "clearinghouse" for all information being placed on the internet, making the final determination about whether a particular item may be on the Department's web site. Staff in the Information and Business Technology Bureau (IBTB) will actually transfer the information selected to the web site.
5. The IBTB will develop and maintain the Department's internet and intranet web sites.

## **V. CLOSING**

Technical questions concerning this policy should be directed to the Web administrator. Administrative questions regarding this policy should be directed to the Department's communications director. Policy and procedural questions should be addressed to the IT Policy and Strategic Planning Officer.

## **VI. REFERENCES**

A. 2-15-201, MCA (2007) *Powers and Duties of Governor*; 2-17-532, MCA (2007) *Establishment*

## **VII. ATTACHMENTS**

None.